

## **TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance positions in the training division, the major duties of which are the teaching of fire fighting techniques and related subjects in a classroom situation, at the drill field, and in company training at fire stations. Training officers also keep records on employees involved in training, assist superiors in developing lesson plans, and attend schools and training courses in order to augment department training. Training officers are responsible for the supervision of any department employees assigned for training and work independently in designated areas. Work of this class is directly reviewed by the assistant chief training officer under the supervision of the chief training officer. This class ranks directly below that of Assistant Chief Training Officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training at the drill field, at fire stations during company training, and in the classroom. Assists in preparing training tests. Administers and grades training tests.

Assists superior officers in preparing lesson plans and training material for use in all types of training.

Responds to fires to make notes for use in training.

Keeps records of training activities conducted and of employees who are involved in training. Writes reports on training courses taught and any related reports required.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, and civic organizations.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the

examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

Must possess and maintain national certification as an Emergency Medical Technician.

Before confirmation, must attain certification through the State Office of EMS as an EMS Instructor.

Must attain, before confirmation, national certification through Louisiana State University as a Fire Instructor I and Fire Instructor II.

Must have not less than three (3) years of full-time experience in a position involving fire fighting or fire training.

**OR**

Must have served one (1) year with a full-time paid fire department, possess Fire Instructor II national certification, EMT national certification, and Instructor certification through the State Office of EMS. Department of Health and Hospitals.

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	07-10-75
	06-18-79
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	05-15-14